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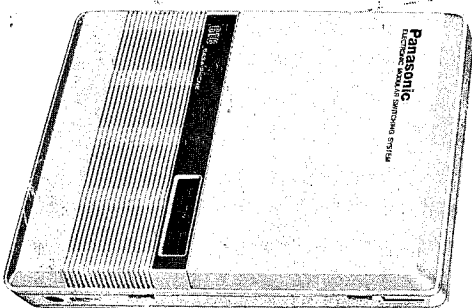
STATION USER GUIDE

For touch tone and rotary telephone

Panasonic
EASA-PHONE

201 3924843
Recd SUP

KX-T61610



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See this Station User Guide when you use a touch tone or rotary telephone as an extension.

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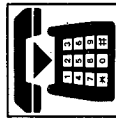
Station Program Clear

Dialing (79#) will clear station programs on that extension.

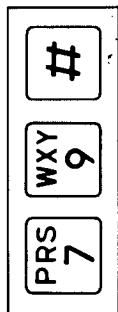
- The following feature can be canceled.
Call Forwarding
Data Line Security
Dial Call Pickup Deny
Do not Disturb
Pickup Dial (Enable mode)



LIFT THE
HANDSET



HANG UP



DIAL "79#"

- If the dial tone (continuous tone) changes to a reorder tone (intermittent tone) or a mistake is made, hang up and start again.
- Various activation tones and Ringing will be heard. (Refer to page 6-6 in INSTALLATION MANUAL.)
- If your phone has a FLASH button, depress it instead of flashing the hookswitch.

Station Programming (cont.)

To Dial



If the "Pickup Dial" feature did not work, hang up for over 1 second, and lift the handset again.

PICKUP HANDSET FOR 4-SECONDS

- Dialing (speed dialing and manual dialing) is possible within 3 seconds.
- When you program for an outside call, enter the line access number, [*] [*], account code, and then the desired number.
- The pickup dial will not be activated by picking up the handset during a hold or when receiving a call.
- A rotary phone is not available for Pickup Dial.
- You can not dial "0" instead of pressing the "#" button.

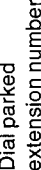
Quick Reference Card

TO MAKE CALLS

- Lift the handset first.
- After finishing your conversation, hang up the handset.

INTER OFFICE CALLING (intercom)	Dial extension number (11 through 26)
OUTWARD DIALING Automatic Line Access	WXY 9 Dial phone number
Individual Line Access	TUV 8 Dial CO number (1 through 6) Dial phone number
SPEED DIALING (A rotary phone will not function.)	* Dial speed access code (00 through 99)
CALLING DOORPHONE	For doorphone 1 For doorphone 2 DEF 3 1 DEF 3 ABC 2
WHEN A LINE IS BUSY	
AUTOMATIC CALL BACK BUSY (camp-on) For outside calls	TUV 8 Dial CO number Hear a busy tone MNO 6 Hear 2 beeps Hang t
For intercom calls	Dial Extension number Hear a busy tone MNO 6 hear 2 beeps Hang t
BUSY STATION SIGNALING	Dial Extension number Hear a busy tone 1
LAST NUMBER REDIAL	Lift handset # • You may dial "80" instead of pressing the "#" butto

TO RECEIVE CALLS

ANSWER	Lift handset
DIAL CALL PICKUP	Lift handset  
DIRECTED CALL PICKUP	Lift handset 
CALL PARK RETRIEVE	Lift handset  
	or Lift handset  

WHILE HAVING A CONVERSATION

CALL ON HOLD To hold	Flash hookswitch	Hear 2 beeps
To cancel	Flash hookswitch	
CALL SPLITTING	Flash hookswitch	Dial 2nd party ● To alternate, flash the hookswitch repeatedly
CONFERENCE	Flash hookswitch	Dial 2nd party Consult with 2nd party DEF 3
CALL WAITING	Hear a call waiting tone	Flash hookswitch Hang up handset ● Original call will be placed on hold and the new caller can be spoken with. ● To terminate the original call and talk to the 2nd party, hang up and then lift the handset. (You need not flash the hookswitch.)

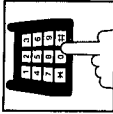
Pickup Dial

Picking up the handset automatically dials a programmed phone number.

To Program



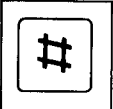




LIFT THE HANDSET

DIAL "762"

DIAL EXTENSION NUMBER




DIAL "#"

HANG UP

• You may dial CO number (9 or 81 through 86) instead of extension number.

To Enable or Disable

To enable pickup dial







LIFT THE HANDSET

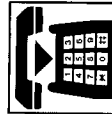
DIAL "761#"

HANG UP

To disable pickup dial







LIFT THE HANDSET

DIAL "760#"

HANG UP

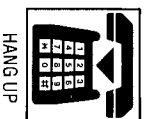
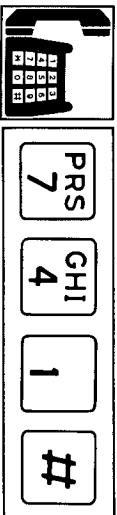
Station Programming (cont.)

Data Line Security

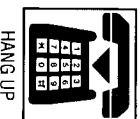
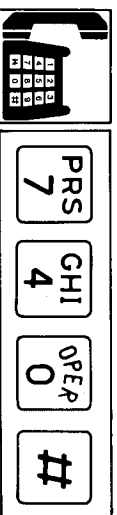
This feature provides security when transmitting data through an extension of the KX-T61610.

Call waiting tones or hold time reminder tone from the KX-T61610 are prohibited in this mode.

■ Setting



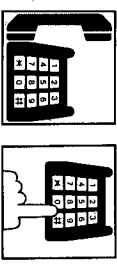
■ To Cancel



To Make Calls

Inter Office Calling (Intercom)

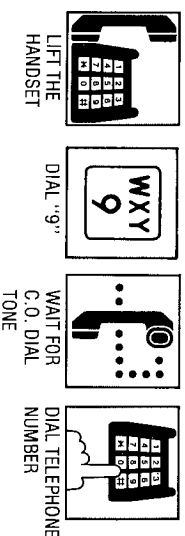
Station to station dialing within the KX-T61610 system.



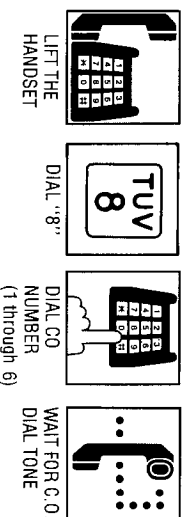
Outward Dialing

Each extension can automatically select an idle CO (Central Office) line within the KX-T61610.

■ Automatic Line Access

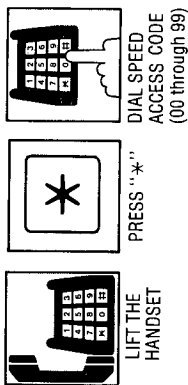


■ Individual Line Access



Speed Dialing

There are 100 memory locations of system speed dialing available.

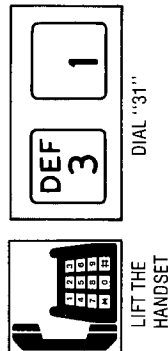


- There is no need to access a CO line.
- A rotary phone will not function for speed dialing.
- Continuous use of speed dialing is impossible.

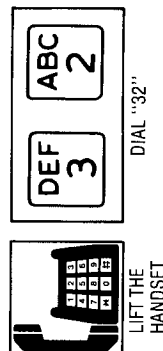
Calling Doorphone

Up to two doorphone (VA-20861) can be connected to the KX-T61610.

Doorphone 1



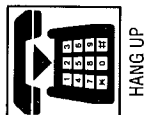
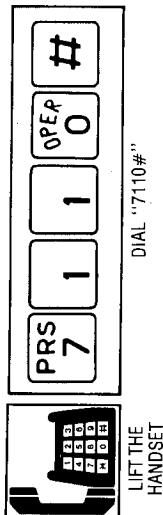
Doorphone 2



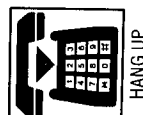
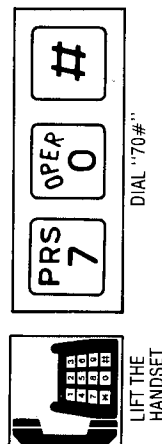
Do not Disturb

Each extension can be individually programmed from receiving outside or intercom calls.

Setting



To Cancel

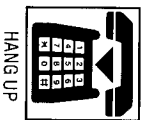
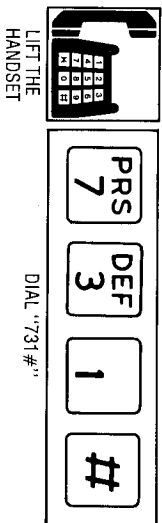


Station Programming (cont.)

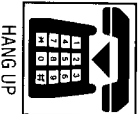
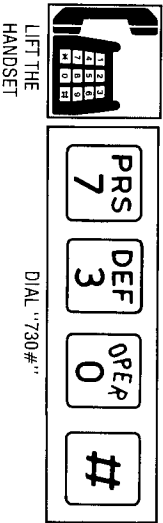
Dial Call Pickup Deny

Allows you to prohibit any other extension user from answering calls directed to you.

■ Setting



■ To Cancel

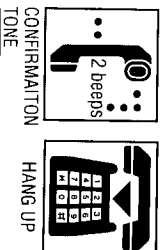
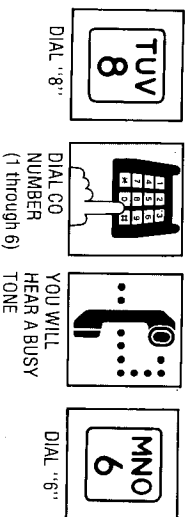


When a Line is Busy

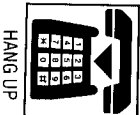
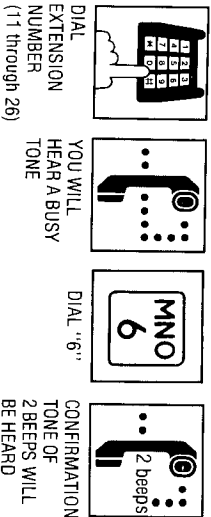
Automatic Call Back Busy (Camp-on)

If the intercom extension or outside line you have dialed is busy, you will be automatically called back when the extension or the outside line becomes free using this function. This feature is also known as camp-on.

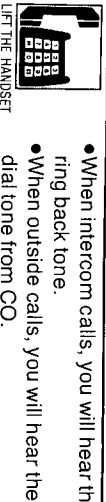
■ For outside calls



■ For intercom calls



■ When hearing a ring back

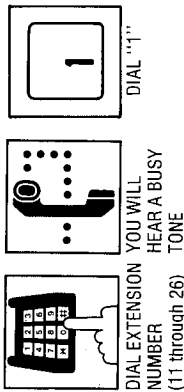


- Call back busy cannot be activated on an extension which has a call on hold.
- If you make or receive a call during the camp-on

When a Line is Busy (cont.)

Busy Station Signaling

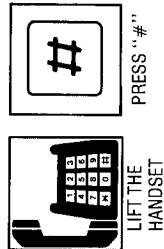
If the extension you have dialed is busy, you can inform that extension that another intercom call is waiting by three beeps. For use of this feature, the other extension is required to be set for this feature beforehand in the KX-T61610.



- To answer, see "Call Waiting" on page 13.

Last Number Redial

The last phone number dialed on an outgoing call (CO line) can be redialed.



- You may dial "80" instead of pressing the "#" button.

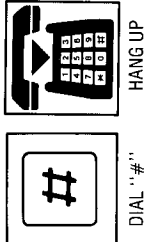
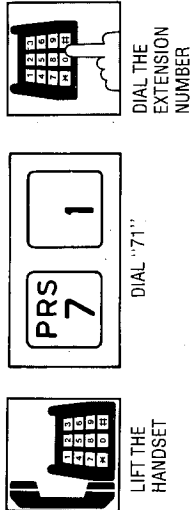
Station Programming

You may dial "0" instead of pressing the "#" button.

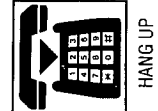
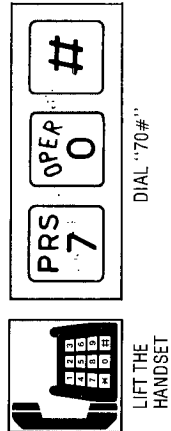
Call Forwarding

Intercom or outside calls to your extension can be automatically forwarded to any extension within the system.

■ Setting



■ To Cancel

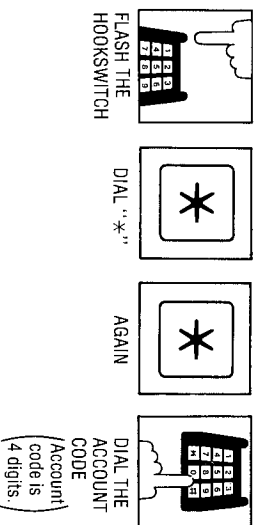


Use of Other Features (cont.)

Option Mode

■ Making or Receiving a Call

If you want to record a calling or called party's account code in the SMDR, follow the below-mentioned procedure.
Within 30 seconds after calling or called party hangs up,



- Dialling the account code must be done before hanging up.

- You may dial 49 instead of pressing the button.
- Account code must be 4 digits.
- If you enter a wrong account code, press the button and enter the correct code.

To Receive Calls

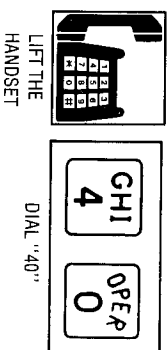
Answer



LIFT THE
HANDSET

Dial Call Pickup

Through the use of this feature, an extension user can answer any ringing extension within their own pickup group.

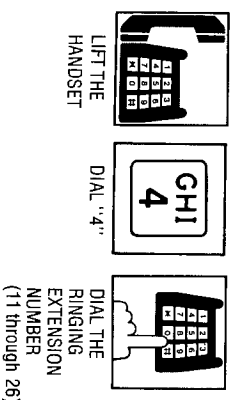


LIFT THE
HANDSET

DIAL "40"

Directed Call Pickup

An extension may answer an incoming call that is ringing at another extension regardless of the pickup group.



LIFT THE
HANDSET

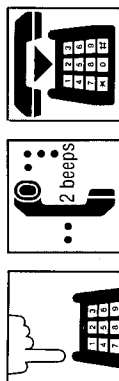
DIAL "4"

DIAL THE
RINGING
EXTENSION
NUMBER
(11 through 26)

Call Park Retrieve

Allows extension user to retrieve a call (intercom or outside) on hold at any extension.

■ To Park a call



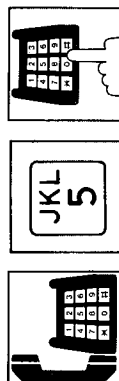
FLASH THE HOOKSWITCH

CONFIRMATION TONE

REPLACE HANDSET

- Do not depress the hookswitch for more than one second, or the party will be disconnected.

■ To Retrieve a Parked Call at Any Other Extension



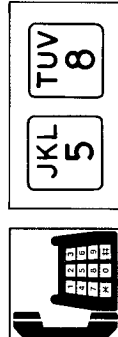
LIFT THE HANDSET

DIAL "5"

JK L 5

DIAL PARKED EXTENSION NUMBER

- Even when several outside calls are placed on hold simultaneously, you can retrieve the desired outside call from another extension as following.



LIFT THE HANDSET

DIAL "58"

JK L 5 TUV 8

DIAL PARKED CO NUMBER (1 through 6)

- If calls from doorphones are not answered within 15 seconds, the call will be cancelled.
- Each extension has to be programmed for receiving from doorphones. See "Programmable Doorphone" on page 3-32 in the Installation Manual.

Doorphone

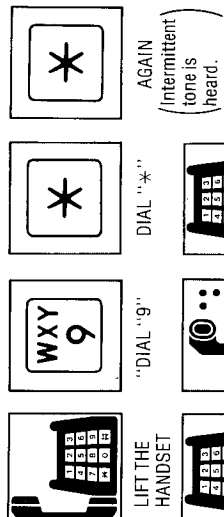
Account Code

This feature gives each message of the SMDR an account code of the called or calling party. (Station Message Detail Recording—SMDR is cost saving feature that records all incoming and outgoing calls through the CO line.)

This feature has two modes "Forced" and "Option". In the "Forced" mode, the account code must be entered every time the extension user dials. In the "Option" mode, account code may be entered when a record of the account code is needed. When setting to the "Forced" mode, see page 3-34 in INSTALLATION MANUAL.

Forced Mode

■ Making a Call



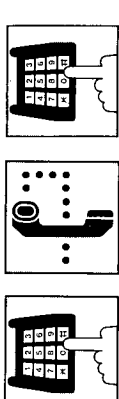
LIFT THE HANDSET

DIAL THE ACCOUNT CODE

WAIT FOR C.O. DIAL TONE

DIAL TELEPHONE NUMBER

AGAIN (intermittent tone is heard)



LIFT THE HANDSET

DIAL THE ACCOUNT CODE

WAIT FOR C.O. DIAL TONE

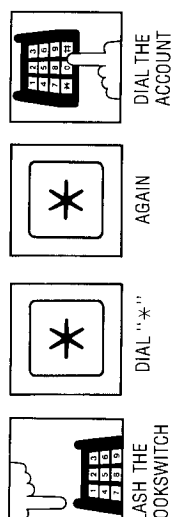
DIAL TELEPHONE NUMBER

AGAIN (intermittent tone is heard)

- Account code must be required 4 numerical digits except for the and buttons.
- You may dial 81 through 86 instead of dialing 9.

■ Receiving a Call

If you want to record a calling party's account code in the SMDR, follow the below-mentioned procedure. Within 30 seconds after calling party hangs up,



FLASH THE HOOKSWITCH

DIAL THE ACCOUNT CODE

AGAIN (intermittent tone is heard)

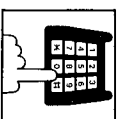
- Dialing the account code must be done before hanging up.

Use of Other Features (cont.)

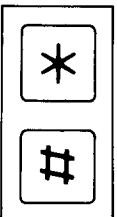
Pulse/Tone Conversion

If the dialing mode is required to change from the pulse mode to the tone mode in one dialing sequence, this feature is used.

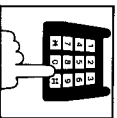
(e.g. computer-accessed long distance service)



DIAL THE PHONE NUMBER



DIAL "*" and "#"



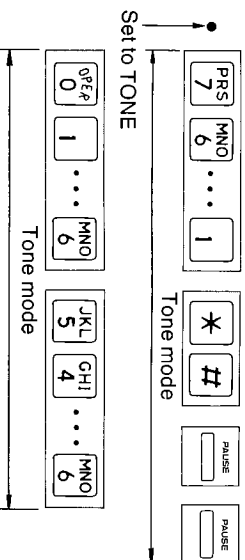
DIAL THE PHONE NUMBER

- When you dial using this feature, you must use the line selected in the pulse mode.
- Phone number after dialing "*" and "#" will be changed to the tone mode.
- A rotary phone will not function with this feature.
- Press the "*" and "#" buttons within 5 seconds after the number of the long distance service company.

- If you use a standard telephone equipped with automatic dialer, be careful of the following:

Example: Computer-accessed long distance service

- Local access telephone number of the alternate long distance service company 765-4321, Authorization no. 0123456.
- Long distance no. 543-210-9876
- Pulse mode is required by local access telephone number of the alternate long distance service company.
- Service of MCI, SPRINT, METRO or other systems is used.

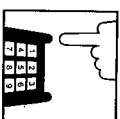


While having a conversation

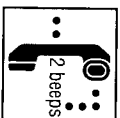
Call on Hold

If you wish to leave your phone unattended but want the caller you are in conversation with to wait, call on hold may be used. Intercom and outside calls may be placed on hold.

- To Place a Call on Hold



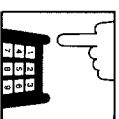
FLASH THE HOOKSWITCH



CONFIRMATION
TONE OF 2
BEEPS WILL BE
HEARD

- Do not depress the hookswitch for more than one second, or the party will be disconnected.

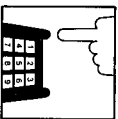
- To Cancel



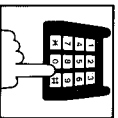
FLASH THE HOOKSWITCH

Call Splitting

Allows the station user to alternate between two parties, either intercom or outside.



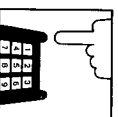
FLASH THE HOOKSWITCH



DIAL THE SECOND PARTY



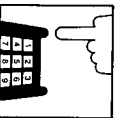
CONSULT 2ND PARTY 1ST PARTY ON HOLD



FLASH THE HOOKSWITCH



2ND PARTY ON HOLD
1ST PARTY IN CONSULTATION



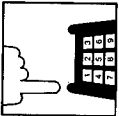
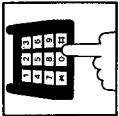
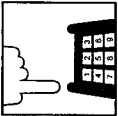
FLASH THE HOOKSWITCH



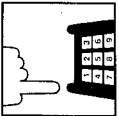
1ST PARTY ON HOLD
2ND PARTY IN CONSULTATION

Conference

Allows for up to a three party conference, (2-outside/ 1-inside), (1-outside/ 2-inside) or (3-inside).

		
WILL HEAR CALL WAITING TONE	FLASH THE HOOKSWITCH PLACES 1ST PARTY ON HOLD	CONSULT WITH THE 2ND PARTY
		
FLASH THE HOOKSWITCH	DIAL "3" (3-party conference now established.)	CONSULT WITH THE 2ND PARTY

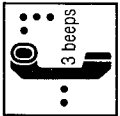
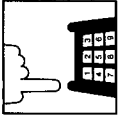
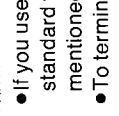
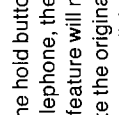
■ To Hold one Caller and Talk to the Other Caller

	
FLASH THE HOOKSWITCH	2ND PARTY ON HOLD 1ST PARTY IN CONSULTATION

Call Waiting

Call Waiting Tone during a conversation indicates there is a new incoming outside call or intercom call.

This feature is required to be set beforehand in the KX-T61610. For programming, see page 3-28 in installation manual.

		
WILL HEAR CALL WAITING TONE	FLASH THE HOOKSWITCH PLACES 1ST PARTY ON HOLD	HANG UP
		
CONSULT NEW CALLER 1ST	LIFT THE HANDSET	

• If you use the hold button of a standard telephone, the above-mentioned feature will not function.
 • To terminate the original call and return to the 2nd call, hang up and then lift the handset. (You need not

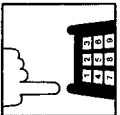
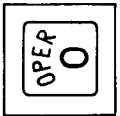
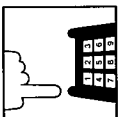
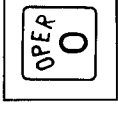
External Feature Access

Allows the extension user to access features of the central office or host PBX. (e.g. CALL WAITING FEATURE can be supplied by the Central Office.)

• The external feature (call waiting) can only be accessed when engaged on an outside call.

• The following example shows you one of the procedures.

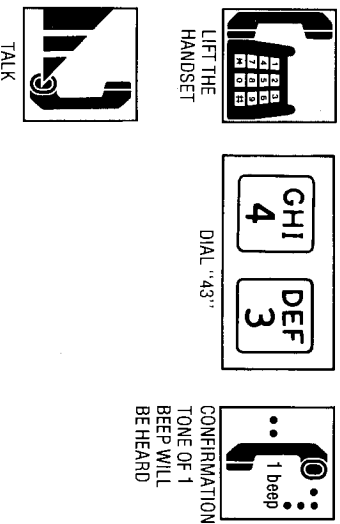
■ Call Waiting—Outside Line

			
WILL HEAR A CALL WAITING TONE	FLASH THE HOOKSWITCH	DIAL "0"	CONSULT WITH THE NEW CALLER WHILE THE ORIGINAL CALL IS ON HOLD
			
FLASH THE HOOKSWITCH	DIAL "0"	CONSULT WITH THE ORIGINAL CALLER WHILE THE 2ND CALL IS ON HOLD	(If the calling party on hold hangs up, the line is terminated.)

- Flashing the hookswitch and dialing "0" means flash operation.
- If the KX-T61610 is connected to a host PBX and a flash operation is required, follow the procedure of flash operation which is required for the host PBX.

Paging-Answer

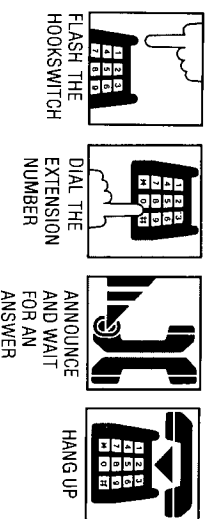
A page from built-in speaker or external paging equipment can be answered from any extension.



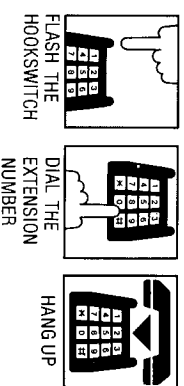
Call Transfer

Outside or intercom calls may be transferred to any extension manually.

■ To Transfer After the Other Extension Answers

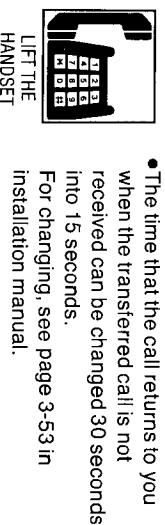


■ To Transfer without Announcing to the other Extension



■ To Retrieve the Call

If the other extension did not receive the transferred call within 30 seconds after the call has been transferred, the call will return to you. In this case:



■ To Change the Party to Whom a Call is Transferred before Hanging up

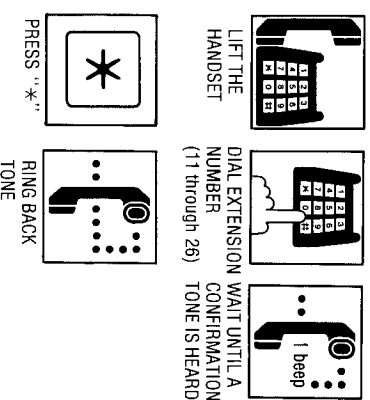
Flash the hookswitch to retrieve the call, then repeat the procedure of Call Transfer.

Intercom Alerting Mode

"Voice alerting" (through built-in speaker) that is established at the called party's extension, can be switched to "Tone alerting" (ringing).

• This feature is required to be set beforehand in the KX-T61610. For programming, see page 3-31 in installation manual.

■ Switching to Tone Alerting



• A rotary phone will not function with this feature.
• Press the "*" button within 10 seconds after the dialing.

Use of Other Features

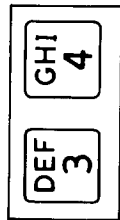
Paging All Extensions

Allows paging to all extensions.

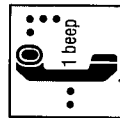
■ To Access



LIFT THE
HANDSET



DIAL "34"



CONFIRMATION
TONE OF 1
BEEP WILL
BE HEARD



PAGE



WAIT FOR AN
ANSWER
AND TALK

- Page will be heard only from the built-in speaker of KX-T61630, KX-T61620, KX-T61650, KX-T30830, KX-T30820 or KX-T30850. It will not be heard from the built-in speaker of standard telephone.

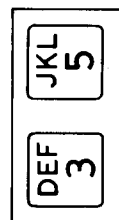
Paging Group

Allows paging to one of four groups.

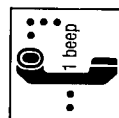
■ To Access



LIFT THE HANDSET



DIAL "35"



CONFIRMATION
TONE



PAGE



WAIT FOR AN
ANSWER
AND TALK

- For Pickup Group 2:
At step 2 above, dial 36 instead of 35.
- For Pickup Group 3:
At step 2 above, dial 37 instead of 35.
- For Pickup Group 4:
At step 2 above, dial 38 instead of 35.

- Page will be heard only from the built-in speaker of KX-T61630, KX-T61620, KX-T61650, KX-T30830, KX-T30820 or KX-T30850. It will not be heard from

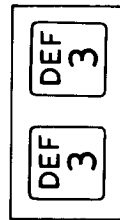
Paging-External

Allows access to external paging equipment.

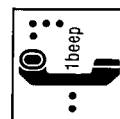
■ To Access



LIFT THE
HANDSET



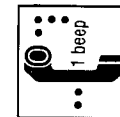
DIAL "33"



CONFIRMATION
TONE



PAGE



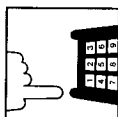
WAIT FOR
CONFIRMATION
TONE AND TALK
OR HANG UP



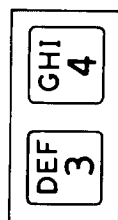
Page will be heard from external paging equipment.

Paging and Transfer

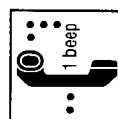
■ To Transfer a Call to the Paged Person



FLASH
HOOKSWITCH TO
PLACE A CALL
ON HOLD



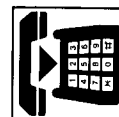
DIAL "34"



CONFIRMATION
TONE



PAGE



WAIT FOR AN
ANSWER
AND HANG UP

- At step 2 above, you may dial 35, 36, 37, 38 or 33 instead of 34 for the correct pickup group.